

Report for Week Ending 7 March 1956  
from  
FORMS MANAGEMENT BRANCH

Numbered Projects 25X1A9a

4-85 - Information Report Study [REDACTED]

After consultation with WH, procurement action on Forms 1b and 1c has been suspended pending possible changes in copy requirements and technical specifications.

Pending Actions 25X1A9a

DD/I - DD/P

1. IAC- AHIP- WGIR [REDACTED]

a. Minutes of the WGIR 16 February 1956 meeting have been duplicated and distributed.

b. CIA's revision of the Inter-Agency Library Loan Form was unanimously approved yesterday by all IAC representatives at an IAC Work Group Meeting held at the Pentagon. The proposed form will be presented to AHIP for adoption on 12 March.

DD/P Area

25X1A9a 1. Revision of "Personal Record Questionnaire, Part I - Biographical Information" [REDACTED] - Action to revise this form has been temporarily suspended because of other priority considerations.

DD/S Area

25X1A9a 1. "Report of Equipment and Non-Office Type Space Requirements for New Headquarters Building" - [REDACTED] - Considerable time has been spent this week to develop an acceptable format for the Building Planning Staff/OL. With tentative format approximately 90% complete, all work has been stopped at the request of the Building Planning Staff pending further notice.

*Form 72*  
2. Revised Printing Services Requisition [REDACTED] - Procurement of 25X1A9a a supply for stock has been ordered.

25X1A9a 3. Offset production of coordination copies of Agency regulatory material  
25X1A9a [REDACTED] - RCS [REDACTED] wishes to abandon Stenofax production of coordination copies of regulations, notices, etc., using the offset process instead. Procurement of a special set combining an official record copy, a carbon sheet and the offset master will be made in the near future. The  
25X1A6a OL- [REDACTED] will print directly from the offset mats.

General Information

1. Employee Suggestions. Workload continues heavy; with four new suggestions received yesterday a total of five now require evaluation. Two were disapproved this week.

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Report for Week Ending 14 March 1956

from  
RECORDS DISPOSITION BRANCH

25X1A9a

Project 5-70 - Office of Training [REDACTED]

Approval has been received for the records covering three of the four branches of the A&E staff. The approval of the remaining branch and the Chief's office is expected within the week. Project is 88% complete.

25X1A2g

25X1A9

5X1A9a

25X1A6d

25X1A9

2g

5X1A9a

Project 6-11 - Office of Personnel [REDACTED]

25X1A9a

Comments have been received from the Contract Personnel Division regarding their preliminary records control schedule. The main issue, concerning the Contract Personnel Folder Files, is whether or not to make these a part of the Official Personnel Folder upon conversion of the individual to a staff employee status. Project is 43% complete.

Project 6-26 - Medical Staff [REDACTED]

25X1A9a

The review and audit of the Records Management Program which is continuing, has thus far revealed that several areas of the Medical Staff are attempting to abide by the records control schedule previously approved for Medical Staff. However, due to a great personnel turnover and the other interests of the ARO no great progress has been made. Project is 25% complete.

Project 6-27 Operations Coordinating Board [REDACTED]

25X1A9a

A records inventory was conducted for the Board and a records control schedule prepared and approved. One cu. ft. of inactive records was retired to the Records Center as a result of the survey. Project is complete.

25X1A9a

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